

OGC HAS REVIEWED.

25 February 1954

MEMORANDUM FOR: OFFICE OF THE GENERAL COUNSEL

ATTENTION : [REDACTED] 25X1A9a

SUBJECT : Conversion of Annual Leave to Leave Without Pay

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1. On 8 December 1953, the [REDACTED] published a memorandum on Leave Without Pay, a copy of which is attached. Paragraph 5 of this memorandum states that Headquarters has advised the [REDACTED] that, in cases involving employees who have taken so much annual leave in the field during their two-year tour that they lack a sufficient annual leave balance, the [REDACTED] may convert some of the leave already taken to LWOP so that their leave balances will be increased sufficiently to make them eligible for home leave.

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2. The only message I am able to find which Headquarters sent the [REDACTED] on this subject is contained in DIR 16548, a copy of which is attached. This cable did authorize the retroactive conversion of annual leave to leave without pay for an SR employee so that he might be eligible for home leave.

3. EE would appreciate an opinion from your Office as to the question of legality and/or propriety of a general instruction containing the information in paragraph 5 of the attached [REDACTED] memorandum.

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4. Subsequent to publishing its memorandum of 8 December, the [REDACTED] authorized home leave for four employees for whom annual leave already taken had to be converted to leave without pay so that their annual leave balances were sufficient to qualify them for home leave privileges. These four cases are now under review in Finance Division and have, perhaps, been discussed with members of your Office.

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EE/ADMIN

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Attachments:

[REDACTED] Memorandum (8 Dec 53)  
DIR 16548 (OUT 82915)